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July 29, 2003

Electronic Transmission  
Instruction Memorandum No. BC-2003-052  
Expires: 9/30/2004

To: All State Directors and All Field Office Officials  
Attention: State Sign Coordinators

From: Director, National Business Center

Subject: Deadlines for Submitting Sign Initiative Requisitions. DD: 9/01/03  
9/05/03  
9/22/03  
9/25/03

**Program Area:** Signs.

**Purpose:** This Instruction Memorandum (IM) establishes a deadline for submitting requisitions to manufacture signs approved under the Fiscal Year 2003 Sign Initiative. It also establishes an alternate list of signs for manufacture that were originally submitted through the BPA process and not approved, but that are still required. Establishing a due date for requisitioning approved signs and a list of signs that would qualify for funding under the sign initiative will allow us to produce the maximum number of signs Bureauwide.

**Policy/Action:** The National Sign Center still has quite a few signs that were approved for design, production, and installation that have not been requisitioned. We want to make every effort to obligate all of our 2003 Sign Initiative funds this fiscal year. In order to obligate all of our 2003 signs funds, we need to know which of the signs will not

be ordered so that signs that were not selected in the initial review can be reconsidered. The following deadlines will help us achieve this:

September 1, 2003, is the deadline for submitting requisitions for approved signs that **DO NOT** contain graphics.

September 5, 2003, is the deadline for submitting a list of alternate signs.

September 22, 2003, is the deadline for submitting requisitions for approved signs that contain graphics.

September 25, 2003, is the deadline for submitting requisitions for those signs approved off the alternate list.

Not all signs approved under the initiative will be manufactured by the end of the fiscal year; however, to count against this year's initiative, funds must be obligated by the end of the fiscal year. Failure to obligate the full \$1 million from the 2003 Sign Initiative could reduce the amount of funds allotted to the FY 2004 Sign Initiative. Receipt of the Form 9130-3, "Sign Requisition," will obligate the funds needed to manufacture and install signs.

In anticipation that not all approved signs will be requisitioned by the cutoff date, we are asking each state to go back to the Annual Work Plan list that they submitted last year and to identify signs that were not approved but still required. A list, ranked according to your priorities, should be submitted to Lee Campbell, BC-651, by September 5, 2003. This list should contain the BPS numbers that were associated with the signs in the earlier submission. The same selection criteria will be used for this supplemental allotment as were applied in the initial selection. Those funds forfeited from the original submission will be applied against the signs on the alternate list. Sign production costs, along with installation and any necessary graphics support, will be added where appropriate to the signs approved this second go-around. You will be notified as to which signs will be chosen for production off the alternate list. Requisitions for signs approved from the alternate list must be submitted to the National Sign Center by September 25, 2003.

There seems to be some confusion on the requirement to install the Sign Initiative signs in a timely manner. To simplify this process, contract installation funds (or, if using BLM labor, funds for materials) have been allotted for many signs. Barring weather conditions, availability of labor, and conflicting field priorities, offices are expected to install signs as soon as possible upon receipt from the Sign Center. Failure to install these signs in a timely manner could jeopardize the approval of signs from future sign initiatives for that field office/state.

**Timeframe:** This IM is effective immediately.

**Budget Impact:** This IM will enable the Bureau to more effectively use funds allocated for sign design, production, and installation.

**Background:** The purpose of the Fiscal Year 2003 Sign Initiative is to strengthen the Bureau's identity by putting as many signs representing the new standards on the ground as soon as possible. To fund this effort, \$1 million was set aside to pay for the design, production, and installation of signs that had been identified as required but that could not be manufactured because of the lack of funds. The success of the FY 2003 initiative will be measured by the number and dollar amount of signs obligated and will drive similar funding in future fiscal years.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This document was coordinated with the National Sign Center.

**Contact:** If you have any questions or would like additional information, please contact Lee Campbell, National Sign Coordinator, by E-mail or at 303-236-9422.

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